



**DEPARTMENT OF INDUSTRIAL RELATIONS  
EXAMINATION ANNOUNCEMENT FOR  
JUNIOR INDUSTRIAL HYGIENIST  
IC60 3824 7IR36  
OPEN-SPOT-SACRAMENTO  
ONE DAY FILE-IN-PERSON**



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of <b>June 21, 2007, the file-in-person date.</b>
<b>HOW TO APPLY</b>	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 <sup>th</sup> Floor in San Francisco CA 94102. This form can also be accessed from either the Department of Industrial Relations website at <a href="http://www.dir.ca.gov/dirjobs/dirjobs.htm">http://www.dir.ca.gov/dirjobs/dirjobs.htm</a> or the State Personnel Board website at <a href="http://www.spb.ca.gov">http://www.spb.ca.gov</a> .
<b>SPECIAL FILING INSTRUCTIONS</b>	<p><b>This is a one day file-in-person only.</b> Applications (Form 678) must be <b><u>filed in person only</u></b> at:</p> <p>Department of Industrial Relations Division of Occupational Safety &amp; Health 2424 Arden Way, Suite 125 Sacramento, CA 95825</p> <p>Between 8:00 a.m. and 5:00 p.m. on <b>June 21, 2007, the File-in-Person Date.</b> The following documents must be presented by the Applicants at the time of filing:</p> <ol style="list-style-type: none"><li>1. A photo identification card or two forms of signed identification</li><li>2. A copy of college transcript to be attached to the applications</li></ol> <p><b>Applications delivered via U.S Postal Service, interagency, or interoffice mail will not be accepted.</b></p>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	\$3388 - 4281 per month
<b>LOCATIONS OF POSITIONS</b>	Positions are located in Sacramento with the Division of Occupation Safety and Health in the Department of Industrial Relations.
<b>ELIGIBLE LIST INFORMATION</b>	An eligible list will be established for the Department of Industrial Relations (excluding State Compensation Insurance Fund). Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

<b>EXAMINATION INFORMATION</b>	<p>Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview.</p> <p>This examination will be scheduled in Sacramento only.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by <b>June 21, 2007, the file-in-person date.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p><b>Education:</b> Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety.</p> <p><b>Note:</b> Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered for appointment</p>
<b>POSITION DESCRIPTION</b>	<p>This is the trainee level. Under close supervision of other professional staff, an incumbent performs the less complex industrial hygiene field work; assists higher level professional staff in conducting preliminary surveys and inspections of occupational environments, and in the studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the control of hazardous conditions for review by other industrial hygiene personnel; assists in the construction and use of special field apparatus for monitoring or collecting samples; collects morbidity statistics from industrial establishments; prepare correspondence; and does other related work.</p>
<b>QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%</b>	<p>This examination will consist of a qualifications appraisal interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>Qualifications Appraisal Interview</b></p> <p>Scope:</p> <p>Emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers; and</li> <li>2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis.</li> </ol> <p>B. Ability to:</p> <ol style="list-style-type: none"> <li>1. Analyze situations accurately, derive recommendations, and take effective action;</li> <li>2. Establish and maintain cooperative relations with those contacted in the course of the work;</li> <li>3. Communicate effectively; and</li> <li>4. Prepare clear and concise reports.</li> </ol>
<b>VETERANS PREFERENCE</b>	<p><b>Veterans' preference</b> points will be added to the final score of all open competitors in this examination who qualify for, and have requested these points and who are successful in all parts of the examination.</p>

## GENERAL INFORMATION

**For an examination** without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.